

## 2.2 Borrower Eligibility

### I. Eligibility Requirements

The New Braunfels Public Library will provide service without charge to all residents of the City of New Braunfels. Residency is defined as residing in or owning real property located in the City of New Braunfels or its extraterritorial jurisdiction (ETJ) or having a mailing address of New Braunfels, TX as established by the United States Postal Service.

#### 1. Resident Adults

Individuals who reside in the City of New Braunfels as defined above will be issued a free library card upon application. Appropriate verification of permanent residency and current address and telephone number will be required at the time of registration and periodically thereafter.

#### 2. Resident Minors

Individuals who reside in the City of New Braunfels as defined above and are fifteen (15) years of age and under will be issued a library card upon completion of an application with a parent's/guardian's/responsible party's co-signature. A responsible adult is defined as a person who is related to the child and willing to guarantee and be responsible for the child's use of the library materials.

Acceptable forms of verification for residents 16 years and older applying for a card or accepting responsibility for a minor applying for a card include:

- Valid Texas driver's license, temporary Texas driver's license or learner's permit
- Texas Department of Public Safety ID

OR

- Proof of address:
  - Personalized check or bank/credit union statement
  - Utility deposit receipt or utility bill
  - Voter's registration
  - Official rent receipt; rental agreement, contract or lease
  - Signed mortgage papers
  - Current property tax statement or receipt
  - Current credit card bill
  - Vehicle registration or liability insurance
  - Self-addressed library address verification postcard

**AND**

- Photo Identification:
  - Out of state Driver's License
  - Credit Card with photograph
  - School Photo Identification Card
  - Employment Photo Identification Badge
  - Store Photo Identification Badge
  - Neighborhood Photo Identification Badge
  - Any photo identification card or badge that includes a photograph and the name of the person preprinted upon it.

### **3. Non-residents who own property in the City of New Braunfels**

Individuals and their family members who pay property taxes to the City of New Braunfels will be issued free library cards upon verification of ownership, which is a recent property tax statement or receipt, and current address. Verification of current address will include any of the items listed under the previous section.

### **4. Non-residents who are temporarily residing in the City of New Braunfels**

Out-of-state visitors who are staying in within the City of New Braunfels as defined above for over thirty days may be issued a card upon completion of an application and the payment of a non-refundable fee of \$15. Library card privileges shall be extended for a period of six months from the date of application and payment. Appropriate verification of current address and phone number will be required at the time of registration and will include any of the items listed above.

### **5. Volunteers as defined in Library Policy 2.8 – Volunteers who meet the service requirement in said policy**

Volunteers for either the New Braunfels Public Library or the Westside Community Center, or for the library support groups, currently the Friends of the New Braunfels Public Library, Inc. or the New Braunfels Public Library Foundation, Inc. and who meet the service hour requirements in Library Policy 2.8 – Volunteers will have one-year membership fee waived upon meeting the service requirement.

## **II. Discount Cards**

As a courtesy, non-city residents who meet the following criteria will be issued a discounted library card upon verification. Borrowing privileges are restricted to the individual, and discounted cards are not transferable.

**Non-city residents of Comal and Guadalupe County under the age of 16 — \$10 per year**

Individuals who reside outside the City of New Braunfels as defined above and are fifteen (15) years of age and under will be issued a library card upon completion of an application with a parent's/guardian's/responsible party's co-signature. A responsible adult is defined as a person who is related to the child and willing to guarantee and be responsible for the child's use of the library materials.

Acceptable forms of verification for parent/guardian accepting responsibility for a minor applying for a card include any of the items listed under the previous section.

### **III. Fee-paying Non-resident Cards**

Non-residents who do not meet the criteria for a free or discounted library card may obtain a library card for an annual, non-refundable fee of \$25.00 (Ordinance No. 2005 – 63) of the City of New Braunfels, Texas). Appropriate verification of current address and phone number will be required at the time of registration and will include any of the items listed above.

### **IV. Residency Determination**

Residency shall be defined as residing in or owning real property located in the City of New Braunfels or its extraterritorial jurisdiction (ETJ) or having a mailing address of New Braunfels, TX as established by the United States Postal Service.

### **V. Institutional Cards**

Institutions located within the service area may be issued a library card. The director of the institution or the institution's librarian must complete the application and provide identification. Institutional cards are issued at the discretion of the library director.

### **VI. Temporary Cards**

In unusual circumstances, a temporary library card may be issued at the discretion of the library director.

### **VII. TexShare Cards**

The TexShare Card Program is a reciprocal borrowing program sponsored by the Texas State Library and Archives. Participating libraries may issue their patrons a TexShare card, which may be used to borrow materials directly from any other participating TexShare library.

In order to be issued a TexShare card from the New Braunfels Public Library, patrons must:

- Have a current New Braunfels resident or non-resident full year library membership for a period of at least two months.

- Be over the age of fifteen.
- Have a clear borrowing record with no outstanding fees, fines or disputed items.

TexShare cards are issued for up to one year and will expire on the same date as the patron's library card. It will be renewed if the patron continues to maintain a clear borrowing record with both our library and other participating TexShare libraries.

TexShare cardholders who owe fines or fees to other TexShare libraries will be blocked from borrowing materials from our library until all fines or fees are cleared from their record.

Non-residents who present a valid TexShare card from another participating library, and who are not on the state list of revoked TexShare cards may apply for a TexShare library card for the New Braunfels Public Library at no additional charge. This card will be limited to three (3) items allowed to be checked out at a time and will not be eligible for interlibrary loan or patron request services. Library privileges will be offered until the date of expiration on the TexShare card. Cards without an expiration date will not be honored.

#### **VIII. Bookmobile Cards**

In order to ensure that children visiting the bookmobile are able to check out library materials at their visit, a bookmobile card will be issued to minors residing in Comal and Guadalupe County aged 15 or under who can provide name, address, phone number and name of an adult parent or other responsible adult. A bookmobile card will be issued to the child and will allow the child to check out one (1) book at a time. Upon verification by a parent or other responsible adult, full card privileges will be granted in accordance with 2.2 Borrower Eligibility Policies – Sections I – VI.



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**By:** \_\_\_\_\_  
President, Library Advisory Board

**Attest:** \_\_\_\_\_  
Library Director